



County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

PHILIP L. BROWNING
Interim Director

January 25, 2012

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: Philip L. Browning
Interim Director

Board of Supervisors
GLORIA MOLINA
First District
MARK RIDLEY-THOMAS
Second District
ZEV YAROSLAVSKY
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

**NOTIFICATION OF AMENDMENT TO EXTEND THE CASE FILE RECORDS
MANAGEMENT SERVICES CONTRACT**

This is to notify your Board that I have used Board delegated authority to execute the renewal option to extend the Case File Records Management Services Contract Number 76008 as adopted by your Board on January 30, 2007. This renewal option extends the term of this contract by one year, effective February 1, 2012 through January 31, 2013. The contractor is GRM Information Management Services of California, LLC.

This is the final of the five annual renewal options exercised. The estimated annual maximum cost is \$372,900.

The Case File Records Management Services contract enables the Department of Children and Family Services to secure storage and management of the administrative, adoptions, and child welfare case files and other vital records pertaining to children under the jurisdiction of the courts. The County's contract solicitation process for a new contract is under development and will be presented to your Board when a vendor is selected.

If you have any questions or need additional information, please call me at (213) 351-5600, or your staff may contact Aldo Marin, Board Liaison, at (213) 351-5530.

PLB:CMM
AM:RD:seg

c: Chief Executive Officer
County Counsel
Executive Office, Board of Supervisors

"To Enrich Lives Through Effective and Caring Service"